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MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT : Intelligence School Weekly Report
15 August through 21 August 1957

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By: 35
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I. SIGNIFICANT ITEMS:

The first issue of the revived Studies in Intelligence was delivered to the printer on 16 August. Unless the printing is unexpectedly delayed, the fall issue, consisting of twelve articles, will be distributed on 18 September, the Tenth Anniversary of the Agency.

II. OTHER ACTIVITIES:

A. OTR Orientation Officer

(1) On 20 August a lecture and discussion period on "The Intelligence Community and the NSC Today" was presented by Mr. [redacted] at the Strategic Intelligence School.

(2) The CIA Introduction program was conducted on 19 August for [redacted] persons.

(3) [redacted] has held conversations with the DTR and with [redacted] Assistant to the DDC, as well as a meeting with C/MFD/FO, relative to OTR participation in the briefing of ranking personnel officers of the armed services. Plans for this briefing, which was first suggested by the DDCI, are still tentative, but as of now they call for an initial briefing of the top-ranking men by the Deputy Directors, to be followed by having their subordinates attend the Departmental Briefing, or by setting up a special briefing for them to be given by the OTR Orientation Officer.

B. Management Training

(1) R/ER informed Management Training that SR Division has requested a running of Management (Special) for [redacted] SR officers. Negotiations are in progress, and we may be able to offer the course beginning 14 October.

(2) [redacted] has completed the annotations for the reading material to be used in Basic Supervision beginning 9 September. The schedule for this course is now being prepared.

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C. Intelligence Orientation

(1) The group of [] JOT's in Intelligence Orientation #12 completed the first week of the Intelligence phase on Friday, 26 August. The instructors and visiting lecturers have been pleased with the attention and interest shown by the members of the class.

(2) The Basic Manual for Intelligence Orientation is being revised. All out of date material has been discarded, new charts and regulations have been included, and, most important, the Manual is being indexed and tabbed. It will serve as a ready reference guide for the students.

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D. Operations Support

(1) Mr. Lyman Kirkpatrick will speak to the students in Operations Support on 29 August from 1330 to 1430 hours.

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(2) [] advised [] of the Operations Support Faculty's recommendation that either Administrative Procedures or Operations Support be made a pre-requisite for Budget and Finance Procedures. [] will put this item on the agenda for the next meeting of the DD/P Training Officers.

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(4) [] WE, who took Budget and Finance Procedures prior to approval of the new accounting system, was tutored by [] and [] on these changes on 19, 20, and 21 August.

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E. Intelligence Production

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(1) The schedule for OO/C Refresher #8 has been completed by [] of OO/C. This course for [] will be held at 1717 H Street 9-14 September.

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(3) Effective Writing #14, conducted by [] started on 15 August with [] students.

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(4) The A & E Staff has suggested an experimental design for studying reading tests. Before this design can be applied, it will be necessary to alter and shorten the tests. With the assistance of A & E, [] are now revising these tests.

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(5) On 16 August [] students started Reading Techniques #37. There are [] from DD/I, [] from DD/P, and [] from DD/S.

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(6) On Tuesday, 13 August, the Reading Skills Test was given to [] OTR/JOTP.

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(7) The Reading Lab is now to be moved to Quarters Eye during the week of 16 September.

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F. Clerical Training

(1) During the week of 13 August there were [] people in Clerical Induction Training. [] of these people entered class for the first time. During the same period there were [] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 12 August were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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(3) At the request of [] Office of Security, Clerical Refresher assembled and sent to OS a series of shorthand tests ranging from 60 to 90 words a minute. These tests will be administered periodically to OS stenographers so that they can maintain their shorthand speed even though they may not use shorthand in their assignments.

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G. Visual Aids Staff

The weekly report of VAS is attached.

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III. PERSONNEL NOTES

A. [] joined the Management Training Faculty on Monday, 19 August. He is on TDY from the Management Staff.

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B. [] commenced three weeks' annual leave on Monday, 19 August.

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C. [] left for his TDY assignment on 21 August. He will return approximately 1 October.

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D. Beginning Monday, 19 August, [] will be on four weeks' annual leave.

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E. [] have been on sick leave most of this week.

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Chief, Intelligence School

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